



GSA National Capital Region

SEPTEMBER 30, 2009

As the Director of Network Services for the General Services Administration (GSA), National Capital Region's (NCR), Federal Acquisition Service (FAS) I am writing to you to express my concern that your Agency is at considerable risk of losing your Telecommunications Service currently provided under the WITS2001 contract. The WITS2001 contract will terminate on January 23, 2010.

In order to achieve the economic benefits of the WITS3 contract, you must complete the Fair Opportunity (FO) ordering process. My staff has been working with your team to complete the necessary FO requirements and the WITS3 applications. If your Agency has not made a FO decision prior to September 30, 2009 then your current service may be terminated on January 23, 2010. On October 1, 2009, your telecommunication's vendor (Verizon Business) will begin building your Agency inventory. If no FO is received by November 2, 2009, Verizon will be forced to issue "disconnect" orders on your services. If that happens, and you later decide to stay under the beneficial WITS3 Program, you will be charged 'connect' charges as you will be treated as a new customer. This fee is approximately \$60 to \$65 per line. At midnight on January 23, 2010, if no FO is received, service will be discontinued by Verizon. You may have the option to request moving to Tariff and you should be aware that this may increase your total invoice approximately five times its current amount.

My staff is standing by to assist you and your team in conducting this FO. In fact, if you sign an Interagency Agreement (IA) and allow GSA to act on your behalf GSA will do this at no cost to you. GSA NCR FAS is committed to providing you the most efficient and cost effective telecommunications and network services available in the market place today. For more details on how GSA can assist you with your transition to WITS3, please contact me at 202.205.3724, (ken.rash@gsa.gov) or Ms. Julie Harner at 202.205.5628, (Julie.harner@gsa.gov).

Sincerely,

A handwritten signature in black ink that reads "Ken Rash". The signature is written in a cursive, flowing style.

Ken Rash, Director
Network Services Division
Federal Acquisition Service
National Capital Region